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Job details

Job 1 of 1

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General Information The Department of Auditor-Controller is seeking a well-qualified and highly motivated individual to fill a vacancy in the Countywide Payroll Division. The position reports to a Payroll Specialist III, A/C and assists in the processing of payroll, as well as supports the many ancillary functions of the Countywide Payroll Division.

Requirements **POSITION REQUIREMENTS:** Permanent employees of Los Angeles County who hold the payroll title of Payroll Specialist II, Auditor-Controller or hold a comparable item which performs similar types of work at an equivalent level in salary and complexity are invited to submit (1) a cover letter and resume detailing relevant experience, (2) copies of the last two performance evaluations, and (3) a time history report of the last two years.

NOTE: RESUMES ARE ACCEPTED ONLINE ONLY. Please fax required documents to (213) 947-4848 on the day you submit your resume online. Please include your name, position title, and bulletin number on all faxed documents.

All materials submitted will be evaluated; however, only the most qualified individuals will be contacted and invited to participate in an interview.

Desirable Qualifications

- Strong knowledge of the County's personnel, timekeeping, and payroll business rules documented within the Los Angeles County Code, MOU contracts, the Department of Human Resources' Interpretive Manual, and federal and state laws;
- Knowledge of the entire County payroll process;
- Knowledge of the County's automated payroll processes and procedures, and ability to adeptly utilize the new eHR personnel, payroll, and timekeeping system and CWTAPPS;
- Experience calculating, analyzing, and adjusting payroll transactions;
- Strong analytical and organizational skills;

- Good business writing and verbal communication skills;
- Excellent customer service skills; and
- Experience working effectively with all levels of staff.

Duties

Reviews and edits payroll transactions to ensure accuracy, completeness, and compliance with Countywide Payroll and Personnel rules and system requirements.

Processes all types of earnings and deduction calculations for cancellations and supplemental warrants.

Researches and makes any necessary adjustments to erroneous payroll records and exceptions submitted by County departments.

Processes retroactive transactions and sets up earnings and deductions and other corrective actions to recover any overpayments.

Makes deposits, stops payments, issues new warrants, and resolves on-line banking issues.

Processes garnished checks and agency payments.

Gathers data and resolves pay and systems-related issues.

Provides counter assistance and responds to telephone inquiries from County departments and outside agencies regarding payroll issues.

Cross-trains and assists in the development of staff in the unit.

Acts for the supervisor in his/her absence.

Vacancy Information

This vacancy is headquartered at the Hall of Administration located at 500 West Temple Street in Downtown Los Angeles.

Available Shift

Day

Contact Name

Daniel Ramirez

Contact Phone

(213) 974-1278

Contact Email

dramirez@auditor.lacounty.gov

Job Field

Finance and Accounting

Job Type

Professional

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